

# HUNTINGTON

— U N I V E R S I T Y —

## COVID-19 Operational Guidelines (Indiana)

*Updated for Fall Semester 2021*

When it comes to Huntington University's operations, COVID-19 related and otherwise, health and safety are priorities. Considering HU's focus on these priorities, a commitment has been made to both mitigating risk and clearly defining protocols to efficiently and responsibly assist those that exhibit symptoms or test positive for COVID-19. To put action steps to these priorities, Operational Guidelines have been developed that incorporate recommended best practices and common protocols. While this document will certainly provide guidance and direction, there is an inherent need to be diligently flexible and flexibly vigilant when it comes to facing the continuing and unique challenge that COVID-19 presents. Protocols, including masking recommendations, will be reviewed after 30 days.

### Facility Preparations and Accommodations

- Hand sanitizer is available via bottles, free standing dispensers, and wall mounted dispensers in multiple locations.
- Plexiglass shields may be placed in office spaces and other locations as needed.
- Housekeeping staff schedules have been organized to further maximize in facilities.
- Classroom, chapel, dining, and programming event spaces will operate at regular capacity and in traditionally scheduled locations.
- Residence hall visitation will return to pre-COVID capacity and hours.
- Each University location has been provided with additional cleaning supplies for use in classrooms, offices, and other spaces.
- A screening process may be incorporated for larger events, entailing a verbal check of symptoms and/or temperature taken by a touchless thermometer.
- Masks are required in classes and chapel. Masks are optional in other locations. This protocol will be reviewed after 30 days. Masks will be available for visitors or University constituents who forget at the following locations within buildings:
  - Dining Commons – point of sale on 1<sup>st</sup> floor; Sodexo office on 2<sup>nd</sup> floor
  - PLEX – welcome desk and Athletic Office
  - MCA – Welcome Center
  - Library – main circulation counter, ACE desk
  - Loew-Brenn – Student Life Office
  - Becker Hall – Business Office – clerk window
  - Dowden Science Hall – technology desk
  - Maintenance Building – Susan Stong and Amy Johnson
  - UB Building – welcome desk
  - Police Department Office
  - HU Fort Wayne – staff office

## Dining Services

- Hand sanitizer dispensers are located at the point of sale and throughout the building.
- A higher frequency of cleaning will occur for tables, chairs, and other high touch surfaces, reflecting efforts of high visibility and overt safety.
- Takeout containers will continue to be available.
- Plexiglass shields and sneeze guards will be in place to protect food products.
- Sodexo staff will continue to wear masks.

## Guidelines and Protocols for Students, Faculty, and Staff

- Masks are required in classes and chapel. Masks are optional in all other spaces. Masks may be worn by individuals in any and all spaces, if preferred. This protocol will be reviewed after 30 days.
- Vaccines are encouraged for all members of the Forester Family. Vaccines are especially encouraged for students that are part of special programming and groups (e.g. athletics, theater, leadership organizations).
- The self-monitoring checklist should be completed daily. Do not report to class or work when not feeling well, consult your healthcare provider and notify appropriate personnel regarding symptoms.
- Larger-scale events (50 or larger) must have protocols reviewed by a member of the senior leadership team at least two weeks in advance. The Chief Operating Officer will ultimately discuss and approve any specific protocols for larger-scale events. Some additional protocols may be recommended, based on space size and nature of the activity for the event.
- Students and employees who have been fully vaccinated will be exempt from quarantines induced from close contacts with a positive individual (as long as they are not exhibiting symptoms).
- Students who are not vaccinated should limit travel away from campus, especially in non-essential situations. Students who are not vaccinated and attend large events away from campus or spend more than a few hours away (e.g. students who go home for the weekend) may be asked to be tested for COVID-19 upon their return.
- The COVID-19 rapid testing clinic will continue to be available on campus. Students and employees are encouraged to utilize this free resource if not feeling well or if testing is requested by a University official.
- Service learning opportunities and travel to domestic locations will be permitted.
- International travel and study abroad opportunities will be considered for approval on a case-by-case basis. Notification for anticipated travel should be made to the appropriate senior leader well in advance of the trip.
- Keep an accurate and updated calendar of meetings and activities, especially when on campus. This will help track locations if there is risk of exposure.
- Notify maintenance immediately (maintenance request link on portal, email, or call) if items such as soap dispensers, paper towel dispensers, or hand sanitizer bottles are empty.
- Do not use equipment or items that are located within others' spaces.
- Wash hands frequently.
- Use hand sanitizer when handling items or when hand washing is not an option.

## Training and Information

- All faculty, staff, and students will receive communication regarding campus guidelines, best practices, and general expectations
- Signage will continue to be posted around campus and be adapted, as needed, with the release of new information and research

## Communication Plan

- Lynette Fager is the point person for all external communications regarding COVID-19.
- All external communication documents must be approved by the President prior to publication.
- Templates have been created to share with different constituency groups.
- Reporting protocols for a positive test for a member of campus community will include the Huntington County Board of Health and appropriate members of the HU campus constituency. Appropriate information will also be communicated with individuals identified as a close contact to an individual who tests positive.
- An internal and public dashboard is maintained to closely monitor numbers and available resource capacity.
- An email address has been established and is monitored related to COVID-19: [covid19@huntington.edu](mailto:covid19@huntington.edu).
- University communication and campus resources are posted at <https://www.huntington.edu/university-relations/covid-19-updates>